

Purchasing is charged with the responsibility for procuring all materials, goods and services for city departments. Purchasing enforces and ensures compliance with federal and state laws and regulations, city procurement regulations, and city fixed assets reporting and procedure requirements. The division also reviews, authorizes and processes all purchase requisitions and requests for bids and proposals; maintains the city's inventories; operates the motor pool; and disposes of surplus assets.

2002/03 Operational Highlights:

- Continued to implement Phase II of the Governmental Accounting Standards Board Statement (GASB) #34 requiring municipalities to capitalize infrastructure in the fiscal year beginning after June 15, 2001.
- Capitalized and depreciated new regional dispatch agency equipment as the City's fiscal agent.
- Continued to work with and improve the online fixed asset and inventory system to ensure efficiency and effectiveness in division operations.

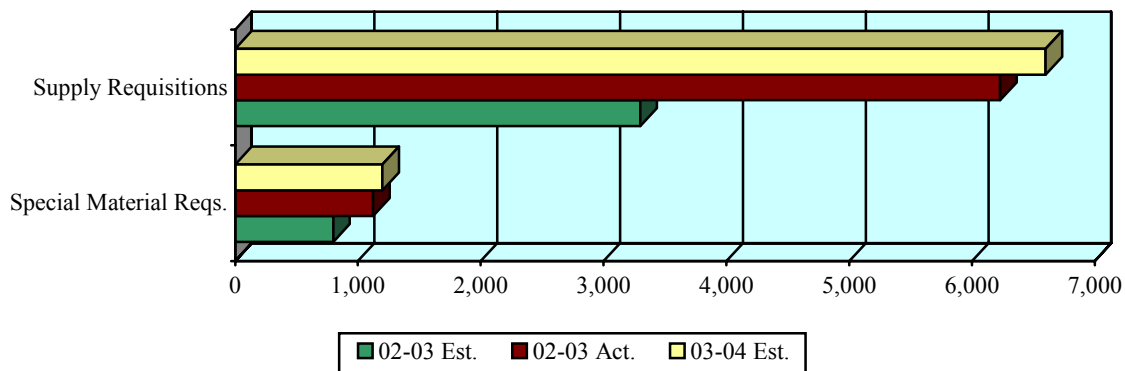
2003/04 Goals and Objectives:

- Update and reprint the City Purchasing Manual to incorporate design/build considerations, revised local preferences, revised debarment processes, and other areas of clarification.
- Process all requisitions, bids and proposals in the most professional manner, processing in such a way as to maximize the competitive nature and fairness of each.
- Standardize bid and proposal documents.
- Maintain warehouse functions in an efficient, cost-effective manner.

Budget Commentary:

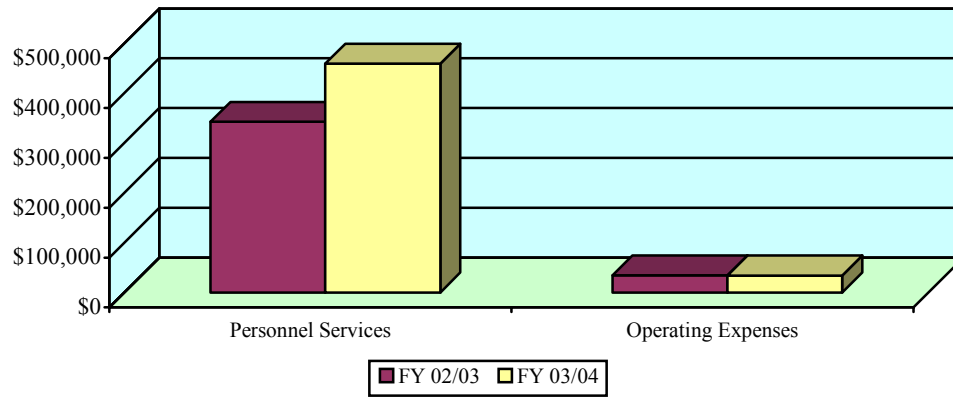
The FY 2003/04 operating budget is supported by the General Fund and provides funding for salaries and benefits for 11 staff members. Also included are the operating expenses for the division and equipment necessary for division operations.

<u>Standard Program Measurements:</u>	<u>02/03 EST.</u>	<u>02/03 ACTUAL</u>	<u>03/04 EST.</u>
1. Number of purchase orders processed	14,500	13,500	14,000
2. Number of supply requisitions processed	3,300	6,230	6,600
4. Special material requisitions	800	1,125	1,200
5. Number of requests for bids and proposals	100	97	105



<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Purchasing Officer	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Account Technician	2 – CLFT	2 – CLFT
Accounting Supervisor	1 – CLFT	1 – CLFT
Database Specialist	1 – CLFT	1 – CLFT
Supply/Inventory Technician	<u>5</u> – CLFT	<u>5</u> – CLFT
TOTAL:	11	11

## EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 342,238	\$ 459,066
Operating Expenses	<u>34,250</u>	<u>34,000</u>
 TOTAL:	 \$ 376,488	 \$ 493,066